



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Management Auditor

Statewide

**Location:** Division of Audits  
300 Capitol Mall, Suite 518, Sacramento, CA 95814

**Issue Date:** December 20, 2004

**Final Filing Date:** December 28, 2004

**Contact/Telephone:**

Laura Nicholls, 916-323-1598

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

**California Relay Service:** 1-800-735-2929

**Position Number(s):** 051-640-5841-XXX

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With close supervision provided by a Senior Management Auditor, learn and develop appropriate skills and procedures for performing management auditing methods by assisting in audit functions. Duties include but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Review all management auditing procedures, professional auditing techniques and all laws, rules and regulations governing audit practices. Review and analyze the accounts and records of entities. Verify cash is accounted for and expenditures are made in accordance with federal and state regulations.
- Apply appropriate management auditing methods to records or accounts of both public and private companies under the jurisdiction of the Office of the State Controller. Assist in determining if financial statements accurately reflect financial status.
- Learn to develop proper audit documents with complete and concise language to be used to support findings. Develop appropriate recommendations for corrective actions based upon competent audit findings.
- Travel to and from audit site.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Human Resources Office  
300 Capitol Mall, Suite 619  
Sacramento, CA 95814

Attn: Marcy Maeda-Imai